

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/Service Center Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Oxygen Sensor Replacement

I am writing to request the replacement of the oxygen sensor in my vehicle, [Make, Model, Year, VIN]. I have been experiencing issues such as [briefly describe symptoms, e.g., poor fuel efficiency, emissions warning light] that I believe are related to the oxygen sensor.

I would appreciate it if you could provide me with the details regarding the replacement process, including the estimated cost and timeframe for completion.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]